



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND**  
**4710 KNOX STREET**  
**FORT BRAGG, NC 28310-5010**

AFRC-OPT

18 August 2021

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Fiscal Year 2022 Electronic Based Distributed Learning (EBDL) Policy and Guidance**

**1. References:**

- a. Army Regulation 140-1 (Mission, Organization, and Training)
- b. Department of the Army Form 1380 (Record of Individual Performance of Reserve Duty Training)
- c. Army Regulation 140-185 (Training and Retirement Point Credits and Unit Level Strength Accounting Records)
- d. Army Directive 2010-06 (Compensation of Reserve Component Personnel for Army Electronic-Based Distributed Learning)
- e. Army Regulation 25-400-2 (The Army Records Information Management System (ARIMS))
- f. Army Regulation 350-1 (Army Training and Leader Development)
- g. United States Army Reserve (USAR) PAM 37-1 Defense Joint Military Pay System – Reserve Component (DJMS-RC) Procedures Manual

2. This policy serves as guidance on the utilization of Drill Type 42 paid as an Additional Drill Assembly (ADA) as payment for successful completion of EBDL identified coursework.

3. EBDL is the delivery of standardized individual, collective, and self-development training to Soldiers and units at the right place and time, using multiple means and technologies, with synchronous and asynchronous student-instructor interaction. Distributed Learning Courseware includes interactive courseware, electronic guides, interactive electronic technical manuals, electronic testing, new equipment training, electronic performance support systems, computer aided instruction, computer managed instruction, electronic job aids, interactive video disc, and other interactive instruction using a technology interface (for example, video tele-training, e-mail, chat rooms, and so forth). It includes modeling, simulation, interactive training technologies, and war gaming when appropriately utilized within the instructional environment. Unlike resident or full-time virtual courses, these courses are completed on a part time basis over an extended period of time.

4. Commanders must direct Soldiers in writing to enroll in and complete EBDL Courses that are eligible for compensation citing availability of funds. Any portion of coursework for distributed learning completed during any other type of training or duty periods is not eligible for

## AFRC-OPT

### SUBJECT: Fiscal Year 2022 Electronic Based Distributed Learning (EBDL) Policy and Guidance

compensation. Only those hours of training completed while NOT in a duty status are eligible for compensation.

5. All EBDL coursework approved for payment are listed in the Army Training Requirements and Resources System (ATRRS) and USARC SharePoint [https://xtranet/sites/USARC\\_G-37/LDD/LDD\\_Documents/Forms/EBDL.aspx](https://xtranet/sites/USARC_G-37/LDD/LDD_Documents/Forms/EBDL.aspx). Army Reserve EBDL courses eligible for compensation include Professional Military Education (PME), Military Occupational Specialty (MOSQ), Additional Skill Identifier (ASI), and other mandatory, reoccurring training requirements. Requests to add or delete EBDL Courses will be submitted semi-annually in September or March to the United States Army Reserve Command (USARC) G-37 email box [usarmy.usarc.usarc-hq.mbx.usar-ebdl@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.usar-ebdl@mail.mil) for consideration. Only courses on the approved course list are eligible for compensation. There are no exceptions.

6. Per AR 140-1, Commanders may only use Drill Type 42 EBDL periods to allow Soldiers to complete EBDL Coursework. Drill Type 42 EBDL utilization for completion of EBDL Courses are available to Soldiers in all ranks. Commanders must prioritize training requirements and ensure courses are required to attain and maintain unit readiness. Priority for EBDL courses are Mobilization, MOSQ, PME, ASI, and reoccurring training requirements. The U.S. Army War College is not approved for the EBDL and requests for inclusion are not accepted during this term.

7. Initiate payment once a Soldier satisfactorily completes a directed EBDL Coursework. Soldiers will not be awarded a Drill Type 42 EBDL until the Soldier is issued a Department of the Army (DA) Form 87 or equivalent proof of completion. Soldiers must successfully complete eight hours of EBDL Courses in order to be compensated for 1 EBDL and one Reserve retirement point. Course completion/DA Form 87 are Interactive Personnel Electronic Records Management System (iPERMS) required documents. Commanders are required to retain copies of the DA Form 87 or equivalent proof of completion for future audits. No more than 24 total Drill Type 42 EBDLs will be performed by any one individual per year. Army Reserve Administrators must maintain accountability of ADADLs to ensure proper utilization and distribution. Report ADADLs used through the Automated Drill Attendance Reporting System (ADARS), and record on DA Form 1380 per AR 140-185. Units submitting DA 1380s to a Reserve Personnel Action Center (RPAC) for EBDL payment must include the DA Form 87 to support payment. EBDLs are recorded as Drill Type 42 in ADARS and are paid by the Defense Joint Military Pay System-Reserve Component (DJMS-RC).

8. Soldiers may engage in EBDL coursework using Reserve Centers, Digital Training Facilities, or other public computer domains, but must not simultaneously be in a paid duty status. Soldiers may use personal computers, however the Army Reserve is not obligated to reimburse Soldiers for personal financial obligations they incur if they choose to use resources other than those provided at the reserve center to complete EBDL training.

9. When a Soldier is directed to take a course, it must be on the approved EBDL list at the time the Soldier takes the course for compensation. Commanders cannot authorize compensation for a course taken one Fiscal Year (FY) (i.e. FY20) when the course is added to the approved EBDL list the next FY (i.e. FY21). Back dating documentation for compensation of courses is not authorized. Soldiers are authorized to submit for compensation in more than one FY when a single course crosses over into the next FY, but a Soldier cannot receive more than 192 hours of compensation for a course that is over 192 hours even if the course crosses over into the next FY.

AFRC-OPT

SUBJECT: Fiscal Year 2022 Electronic Based Distributed Learning (EBDL) Policy and Guidance

10. Soldiers attending the United States Sergeants Major Academy (USASMA) will receive a DA 1059 from USASMA registrar's office after completing the DL course. Submit the DA 1059 along with other required documents used for compensation.

11. During the response to COVID-19 several resident Army Courses transitioned to a virtual training platform, allowing students to participate full-time from home while on orders in a pay status. Additionally, the Soldier Hybrid Battle Assembly also enables participation in Inactive Duty Training (IDT)/Battle Assembly (BA) from home while in a pay status. The rules for EBDL compensation still apply to these scenarios. In order to be eligible for compensation, the Soldier must not be in another pay status. This includes, but is not limited to Hybrid Battle Assembly, BA, Rescheduled Training (RST) or Annual Training.

12. EBDL funds are distributed to Major Subordinate Commands (MSCs) prior to the beginning of each FY by Centrally Managed Accounts (CMA) Branch, Reserve Personnel Army (RPA) Division, and USARC G-8. Allocations and amounts are validated by Program Manager and by the G-38. If additional EBDL funding is required in the year of execution and or there are EBDL Program questions, contact Dr. Silva K. Porter-Deal at [silva.k.porterdeal.ctr@mail.mil](mailto:silva.k.porterdeal.ctr@mail.mil) (USARC G-37 LDD). If prior FY EBDL funding is required, contact CMA Branch Chief, Ms. Debora K. Staton at [debora.k.staton.civ@mail.mil](mailto:debora.k.staton.civ@mail.mil). Soldiers should not be denied payment due to a perceived lack of funding until coordination with Program Manager and USARC G-8 RPA CMA Branch has been made.

13. To prevent abuse of this program, each MSC is directed to develop internal policies and procedures to manage their program. Unit policies and procedures must be in place to substantiate authorization for EBDL compensation. Funds expended for EBDL Coursework completion is subject to audit. G-38 will conduct annual inspections to ensure compliance with the funding of this policy. G-37 will conduct annual inspection to ensure compliance with the administrative aspect of the policy.

14. The EBDL policy and list are located at <https://www.milsuite.mil/book/community/spaces/usarc-ldt> and [https://xtranet/sites/USARC\\_G-37/LDD/SitePages/Home.aspx](https://xtranet/sites/USARC_G-37/LDD/SitePages/Home.aspx).

15. The point of contact is Kashona D. Grate, Deputy Chief, Leader Development Division at (910) 570-8928 or [kashona.d.grate.civ@mail.mil](mailto:kashona.d.grate.civ@mail.mil).

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Director of Training, G-3/7

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